**2016 Directions for Roster Chairs**

Rosters are needed for two reasons:

1. Establishing the competitive division for the swim season
2. Establishing eligibility for regular season swim meet participation, championship series participation and academic awards.

Rosters are required by rule from the league also.

Therefore, the requirements are straight forward.

1. On or before May 6th, 2016, the first master roster must be submitted for initial completion at first meet.
2. Every Friday until June 17th, either an email stating no changes or a revised roster will be sent to the designated individuals.

The rosters must be sent to the following email addresses:

* [ccslroster@gmail.com](mailto:ccslroster@gmail.com) for league records
* Each clerk in your competitive division (including your own)

The rosters must be generated in swim office in the following manner:

1. Login as admin.
2. Select Account/Members tab on left side
3. Select Members tab
4. Select all members
5. Create report by Export function => Custom Excel Report
6. Include **only** Age, Age Up age, Date of Birth, Member 1st name, Member Name, Member middle initial, sex and swimmer identity ID. No other information is required

The last action will be to generate the report to confirm participation in the Champ Meet Series. This must be done no later than June 22 noon and is independent of entries. The report must show best two times by athlete in each event. To generate this report, please do the following in SwimOffice:

1. Select Time Report
2. Select Top Times by Athlete
3. Complete the field for In this period 05/21/2016 to 06/22/2016.
4. Be sure to change the age up date from the days date to 05/01/2016
5. Show top 2
6. Output format is Pdf listing
7. Send directly to the Clerk of the Champ Series: Scott Reynolds @ [scott.reynolds98@gmail.com](mailto:scott.reynolds98@gmail.com)

Thank you for the support.